



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 26, 2024

DIVISION MEMORANDUM

No. 29, s. 2023

MONITORING THE CONDUCT OF EARLY REGISTRATION FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors/OIC
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Public and Private Elementary and Secondary School Heads
Div. Performance Management Team
All Others Concerned

1. In accordance with the DepEd Unnumbered Memorandum dated January 22, 2024 and Regional Memorandum No. 91, s. 2024, re: Early Registration for School Year 2024-2025 hereto attached, this Office announces that the Early Registration for SY 2024-2025 shall start on January 27 to February 23, 2024.
2. To ensure compliance with the implementation of Basic Enrollment Policy, the Division Monitoring of Early Registration shall be conducted. The monitoring team shall be composed of Public Schools District Supervisors, Education Program Supervisors and selected School Governance & Operations Division personnel. The PSDS's shall coordinate with the other monitoring members on the schedule of visit to schools. Attached in this Memorandum is the monitoring tool, team assignment and Early Registration Template for Private Schools.
3. All public and private schools' early registrants shall accomplish the Basic Education Enrollment Form (BEEF) Revised March 27, 2023 which shall be the basis of all the necessary information in registering incoming Kindergarten, Grade 1, 7 and 11 learners.
4. Public schools shall update and encode **daily** all learners in the Learners Information System (LIS) Early Registration Facility using the School Head account. Likewise, Private Schools shall submit the attached Early Registration template (in excel format) in the link: <https://bit.ly/PrivateSchoolsEarlyRegistrationData>.

DM 31, s. 2019 DM Rev. 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

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5. The data for the prospective enrollees for other grade levels shall be submitted to this Office using the Monitoring Tool Form through the Division Planning & Research Unit to determine the overall picture of the expected enrollees for next enrollment.
6. Public and private schools are instructed to strictly observe the kindergarten cut-off age as stipulated in DO No. 20, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
7. Immediate dissemination of and strict compliance with this memorandum is desired.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

24010044
30 JAN 2024



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(Enclosure to Division Memorandum No. _____, s. 2024)

EARLY REGISTRATION MONITORING TOOL

I. SCHOOL PROFILE

Name of School:	School ID:
Name of School Head:	District:
PSDS:	Date:

II. ACTIVITIES CONDUCTED

Activities	Evident	Not evident	MOVs	Remarks
1. School Advocacy campaign				
2. Registration Center in the school premises				
3. Utilized the Basic Education Enrollment Form (BEEF) Revised as of March 27, 2023				
4. Encoded the updated data of early registration in the Learners Information System (LIS)				
5. Child Mapping Result				

III. ENROLLMENT DATA

Grade Level	Enrollment as of SY 2023-2024	Prospective Enrollees for SY 2024-2025	Actual Early Registrants as of
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Non-Graded			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
TOTAL			

IV. MONITORING TEAM

Name of Monitors	Office	Signature

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(Enclosure to Division Memorandum No. _____, s. 2024)

MONITORING TEAMS

DISTRICT	Monitors	SCHOOLS		
Naga East District	Team Leader: Benedik Warren Ubante Members: Noel Balares, Eduardo Laureles, Arturo Armea	114498	1	Carolina Elementary School
		114507	2	Don Manuel I. Abella Central School
		176502	3	Grand View Elementary School
		176501	4	Morada-Ramos Elementary School
		114502	5	Pacol Elementary School
		114503	6	Panicuason Elementary School
	Team Leader: Gina B. Bobis Members: Emma Naguna, Christine Marie Ignacio, Antonette Maristela	114510	7	San Isidro Elementary School
		305876	8	San Isidro National High School
		176505	9	SAN RAFAEL ELEMENTARY SCHOOL SPED CENTER
		305875	10	Sta. Cruz National High School
		176504	11	Teodora Moscoso Elementary School
		137172	12	Yabu Elementary School
				Private Schools
				ALS Learning Centers
Naga North District	Team Leader: Ramil S. Pederio Members: Rhea Samino; Maria Teresita R. Rentoy	114497	1	Calauag Elementary School
		302264	2	Camarines Sur National High School
		302265	3	Cararayan National High School
		302266	4	Carolina National High School
	Team Leader: Teresita Irma S. Dy-Cok Members: Cesar Arriola; Michelle Lo	302267	5	Concepcion Pequeña National High School
		114499	6	Dr. Domingo G. Abcede Elementary School
		310302	7	Leon Q. Mercado HS (Formerly CSNHS-Pacol Annex)
		114500	8	Naga Central School I
	Team Leader: Fernando M. Carandang Members: Herman Bobis; Joan Dulong	114501	9	Naga Central School II
		302269	10	Naga City School of Arts and Trades
		302268	11	Naga City Science High School
		176503	12	Naga City SPED Center
	Team Leader: Mary Ann Papica Members: Jobert P. Narvadez; Edielyn Manlapaz	114504	13	Rosario V. Maramba Elementary School
		310301	14	Tinago National High School
				Private Schools
				ALS Learning Centers
Naga South District	Team Leader: Margerie B. Bathan Members: Jarne Taumatorgo; Joseph Condeno	176506	1	Balatas Elementary School
		306079	2	Balatas National High School
		114505	3	Concepcion Grande ES
		114506	4	Del Rosario Elementary School
	Team Leader: Joretze Carandang Members: Rudyard Balacano, Elvin Monroy	305492	5	Del Rosario High School
		114508	6	Julian B. Meliton Elementary School
		114509	7	Mac Mariano Elementary School
		114511	8	Tinago Central School
		114512	9	Villa Corazon Elementary School
		114513	10	Villa Grande Homes Elementary School
				Private Schools
				ALS Learning Centers
Naga West District	Team Leader: Dante R. Santelices Members: Corazon Fatima Silerio; Nancy Morada	114514	1	Jose Rizal Elementary School
		114515	2	Mabolo Elementary School
		114516	3	Sabang Elementary School
		114517	4	Sta. Cruz Elementary School
	Team Leader: Emelyn Brofas Members: Josefina Solis; Vilma B. Cueto	114518	5	Tabuco Central School
		114519	6	Triangulo Elementary School
				Private Schools
				ALS Learning Centers

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(Enclosure to Division Memorandum No. ___, s. 2024)

EARLY REGISTRATION DATA FOR PRIVATE SCHOOLS

as of: _____

Full Name of School:		
School ID No.		
Official Address:		
Official e-mail:		
School Head/s:	Kinder/Elem:	
Contact Number:		
School Head/s:	JHS:	
Contact Number:		
School Head/s:	SHS:	
Contact Number:		

Note: Accomplish only the level suitable to your area. Share this form to other School Heads, if applicable.

Level	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	Non-Graded	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE 12
Male														
Female														
Total														

Prepared by:

Noted:

School Head

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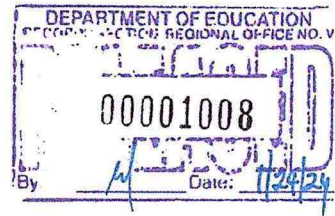


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Republic of the Philippines
Department of Education
REGION V - BICOL



24 Jan 2024

REGIONAL MEMORANDUM

No. 000091, s. 2024

DISSEMINATION OF THE MEMORANDUM ON THE CONDUCT OF THE
EARLY REGISTRATION FOR SCHOOL YEAR 2024-2025

To : Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of Functional Divisions
Division Planning Officers
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum dated January 22, 2024, titled "Early Registration for School Year 2024-2025."

2. Immediate dissemination of and strict compliance with this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encl.: As stated.

To be indicated in the Perpetual Index
under the following subjects

DATA
ENROLMENT
REGISTRATION
SCHOOL FORMS
SYSTEM

PPRD/msc
01/24/2024

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Regional Center Site, Rawis, Legazpi City 4500

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Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

MEMORANDUM

FOR: MINISTER, BASIC, HIGHER AND TECHNICAL
EDUCATION, BARMM
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PLANNING OFFICERS
DIVISION PLANNING OFFICERS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM: NOLASCO A. MEMPIN
Undersecretary for Administration

NOEL T. BALUYAN
Assistant Secretary for Administration
Officer-in-Charge
Planning Service

SUBJECT: EARLY REGISTRATION FOR SCHOOL-YEAR 2024-2025

DATE: 22 January 2024

Pursuant to Paragraph V. Enrollment Procedure of DepEd Order (DO) No. 03, s. 2018 titled "Basic Education Enrollment Policy," the conduct of the Early Registration for incoming Kindergarten, Grades 1, 7 and 11 learners in public schools shall start from the last Saturday of January to the last Friday of February of each year.

Consistent with the abovementioned provisions, the Department announces that the Early Registration for School Year 2024-2025 shall start on 27 January 2024 to 23 February 2024. Likewise all public elementary and secondary schools shall be guided accordingly of the following matters:

1. All public elementary and secondary schools shall update or encode daily in the Early Registration facility in the Learner Information System (LIS) using the school head or school administrator account. Public elementary and secondary schools shall use the print or electronic copies of the Basic Education Enrollment Form (Revised as of March 27, 2023) to ensure that necessary information in registering incoming Kindergarten, Grades 1, 7, and 11 learners, and other data, are properly captured.



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2. Public elementary and secondary schools may also encode in the Early Registration facility, the prospective enrollees for other grade levels (e.g., Grades 2-6, 8-10, and 12) based on the previous school enrollment to get the overall picture of the expected enrollees for the next enrollment.
3. Preferably, the conduct of the early registration shall be done through face to face transactions with the schools. However, the schools may continue to implement other options or means of collecting early registration forms.
4. Authorities of public and private schools are instructed to strictly enforce and implement the kindergarten cut-off age as stipulated in DO 020, s. 2018 (Amendment to DepEd Order No. 47, s. 2016).
5. Schools division superintendents and school heads shall facilitate the conduct of advocacy campaigns within their respective jurisdictions to inform the general public and encourage Out of School Children (OSC) and parents/guardians of prospective learners to participate in the Early Registration for SY 2024-2025, by posting relevant materials in conspicuous places, and making announcements in local televisions and radio broadcasting stations.

Lastly, private schools are encouraged to conduct their respective early registration activities within the same period.

For more information, please contact the **Planning Service-Education Management Information System Division**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.emisd@deped.gov.ph.

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BASIC EDUCATION ENROLLMENT FORM

THIS FORM IS NOT FOR SALE.

School Year - Grade level to Enroll:

Check the appropriate box only

1. With LRN? ☐ Yes ☐ No2. Returning (Balik-Aral) ☐ Yes ☐ No

INSTRUCTIONS:

Print legibly all information required in CAPITAL letters. Submit accomplished form to the Person-in-Charge/Registrar/Class Adviser. Use black or blue pen only.

LEARNER INFORMATION

PSA Birth Certificate No. (if available upon registration) Learner Reference No. (LRN) Last Name Birthdate (mm/dd/yyyy) Place of Birth (Municipality/City) First Name Sex ☐ Male ☐ FemaleAge Mother Tongue Middle Name

Belonging to any Indigenous Peoples (IP) Community/Indigenous Cultural Community

☐ Yes ☐ No If Yes, please specify: Extension Name e.g. Jr., III (if applicable) Is your family a beneficiary of 4Ps? ☐ Yes ☐ NoIf Yes, write the 4Ps Household ID Number below Is the child a Learner with Disability? ☐ Yes ☐ No

If Yes, specify the type of disability:

☐ Visual Impairment☐ Hearing Impairment☐ Learning Disability☐ Intellectual Disability☐ a. blind☐ Autism Spectrum Disorder☐ Emotional-Behavioral Disorder☐ Orthopedic/Physical Handicap☐ b. low vision☐ Speech/Language Disorder☐ Cerebral Palsy☐ Special Health Problem/ Chronic Disease☐ Multiple Disorder☐ a. Cancer

Current Address

House No. Sitio/Street Name Barangay Municipality/City Province Country Zip Code

Permanent Address

Same with your Current Address? ☐ Yes ☐ NoHouse No./Street Street Name Barangay Municipality/City Province Country Zip Code

PARENT'S/GUARDIAN'S INFORMATION

Father's Name

Last Name First Name Middle Name Contact Number

Mother's Maiden Name

Last Name First Name Middle Name Contact Number

Legal Guardian's Name

Last Name First Name Middle Name Contact Number 24010044
30 JAN 2024

For Returning Learner (Balik-Aral) and Those Who will Transfer/Move In

Last Grade Level Completed _____

Last School Year Completed _____

Last School Attended _____

School ID

--	--	--	--	--	--

For Learners in Senior High School

Semester ☐ 1st ☐ 2nd

Track _____

Strand _____

If school will implement other distance learning modalities aside from face-to-face instruction, what would you prefer for your child?

Choose all that apply:

☐ Modular (Print)

☐ Online

☐ Radio-Based Instruction

☐ Blended

☐ Modular (Digital)

☐ Educational Television

☐ Homeschooling

I hereby certify that the above information given are true and correct to the best of my knowledge and I allow the Department of Education to use my child's details to create and/or update his/her learner profile in the Learner Information System. The information herein shall be treated as confidential in compliance with the Data Privacy Act of 2012.

Signature Over Printed Name of Parent/Guardian

Date

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